MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

# MID-ATLANTIC ARCHIVIST

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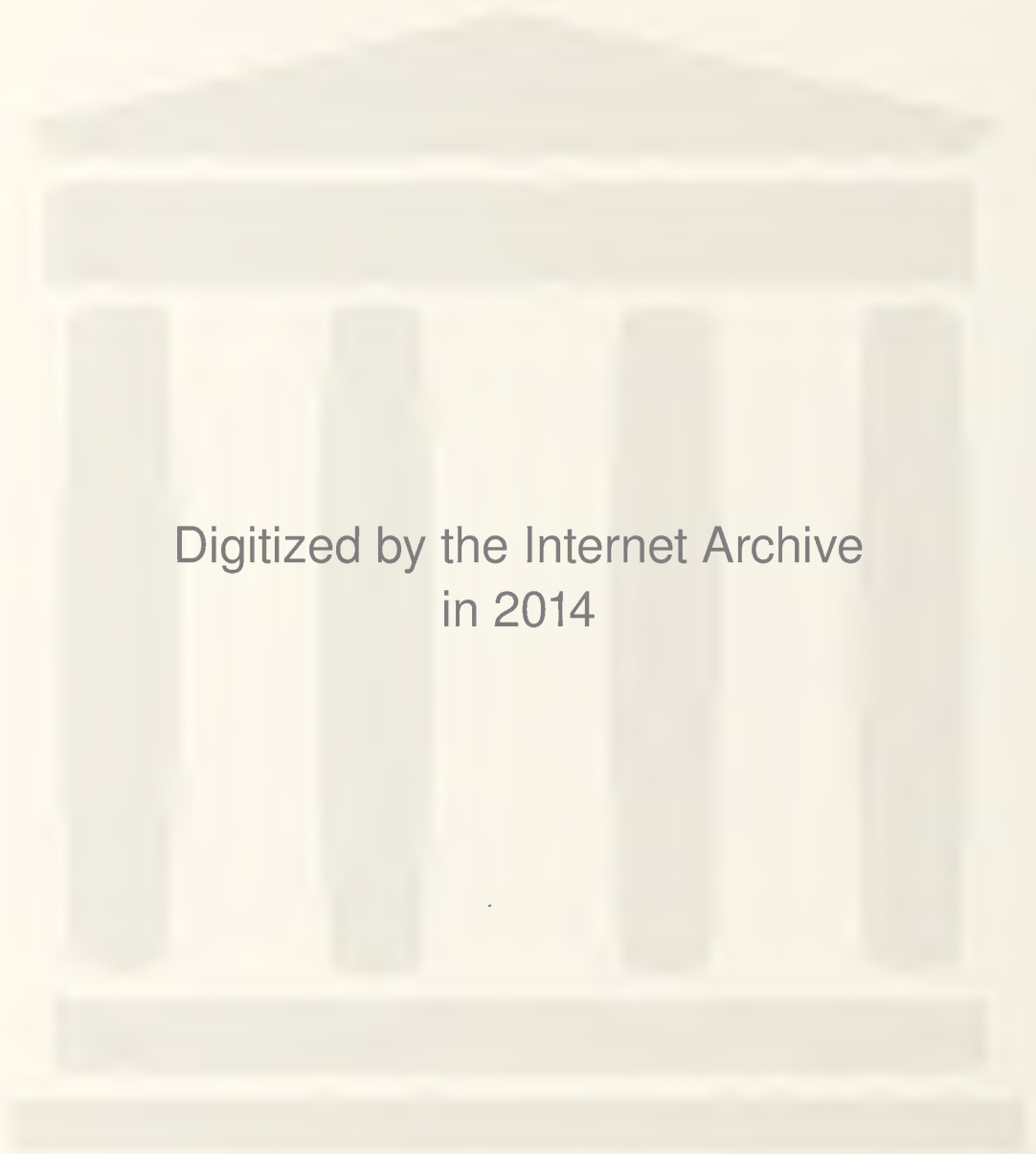
## TALES FROM THE BASEMENT

*"Buccleuch Mansion" 1925*
Photographer – VanDerveer



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# BUCCLEUCH MANSION

New Brunswick, May 18 - 20, 2000

## CLIMB DOWN FROM THE IVORY TOWER

and come listen in New Brunswick. *"Tales from the Basement: Managing People, Time, and Technology in the Archives"* offers sessions and workshops designed to share the practical wisdom and experiences of effective archival managers. Beyond the theory taught in school, archivists need the art and skill of managing human resources, budgets, and the politics of archival advocacy. Personnel topics range from using contract employees, to replacing longtime employees and recruiting in the corporate world. Several sessions will focus on effective management of technology, such as adapting web sites to meet needs of the visually impaired as well as developing expertise in handling electronic records. Advocacy and action will be encouraged in all sessions, whether the topic is budget defense, staffing needs or internal outreach. From distance learning to the ephemeral world of dance, these sessions convey tales from the basement, the realm of the practicing archivist.

**About the cover:**
Constructed in 1739, New Brunswick's stately Buccleuch Mansion graces our cover in this 1925 image, courtesy of Special Collections and University Archives at Rutgers University. The Georgian manse quartered redcoats in 1777, but will enjoy a much more pleasant occupation as the site of MARAC's Friday evening reception on May 19.

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# FROM THE CHAIR

It is spring, and the MARAC Spring 2000 Conference is almost here. I am looking forward to New Brunswick, and have been following the conference planning with interest. The last MARAC conference in New Brunswick was Spring 1990. Because I was the Local Arrangements Chair for the Fall 1990 conference in Alexandria, VA, I was particularly concerned with how the New Brunswick planning committee put that conference together. It was a very well organized conference, carried out very well. I am sure that this conference will also be excellent. If the work and efforts of the Local Arrangements Committee with Erika Gorder and Steve Dalina as Co-Chairs, and the Program Committee under Co-Chairs Rebecca Johnson Melvin and Paul Lasewicz are any indication, this will be a well organized and executed affair. I am also sure that it will be well attended. I encourage all of you to put this conference on your "must go" list.

As I write this article in late February, I am forming a committee to review MARAC's contract with Kimball and Associates (K&A). Many of you are aware that K&A has become very much involved in MARAC activities, carrying out many tasks that the membership had previously done. K&A has been involved in everything from the new membership directory to writing the individual checks to pay MARAC's expenses. This committee will review MARAC's progress with K&A and determine how to approach the renewal of this contact, which expires on June 30, 2000. Any member with a view on this issue should feel free to contact me. The committee wants to have as much information as possible for the contract review process.

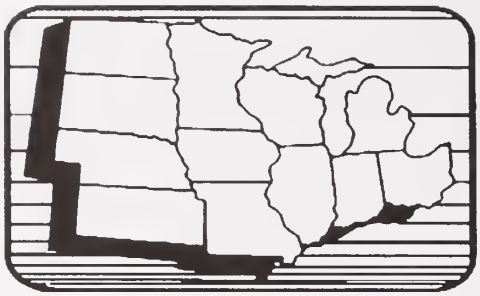
MARAC has applied to the IRS to change its tax exempt status. We are currently a 501(c)(6) organization, a tax exempt business or professional organization. We are seeking 501(c)(3) status, to make MARAC a tax-exempt educational/charitable organization and allow us to operate a little differently. For example, anyone making a contribution to MARAC will be able to take a deduction at income tax time. MARAC will also be able to broaden the exemption that we have from paying some state and local sales taxes. We hope for a positive outcome to this application.

## FROM THE CHAIR

MARAC elections are here, and by the time you receive this newsletter, you should have voted. As I tell attendees of the new members' meeting at each conference, we are a participatory organization. MARAC is an outstanding professional archival organization because its members put forth the energy and expertise to make it so. In looking at the election ballot, I noted a mixture of both new and experienced individuals, a very positive sign. MARAC needs both veteran archivists and those new to the profession. If you have not taken part in MARAC activities, I encourage you to consider becoming involved. Your archival experience will be broadened, and MARAC will benefit from your service. *Think about it.*

See you in New Brunswick.

**James Byers,Chair**
Archives of American Art
Smithsonian Institution
Phone: (202) 314-3905
**Byersj@aaa.si.edu**



## *Archival Issues*
## The Journal of the Midwest Archives Conference

Published twice annually and circulated throughout the United States and the English-speaking world, *Archival Issues* is the United States' other archival journal.

All submission are refereed, and the Editorial Board of *Archival Issues* strives to publish diverse and stimulating articles that will interest and educate archivists in a wide variety of institutions and at different career stages. Recent and upcoming articles include an analysis of public perceptions of archives, a major reappraisal case study, a look at EAD obstacles and opportunities, a provocative essay on archival education, and an overview of evolving electronic records theory and practice.

While the journal receives and publishes submission from throughout the United States, the Editorial Board is especially interested in publishing excellent papers presented at major regional conferences, and in particular would welcome submission from MARAC meetings. Submissions by students in graduate programs are also encouraged.

And in the frugal tradition of the U.S. heartland – a subscription costs only $20 per year. Visit our Web page at **http://www.midwestarchives.org/ai.htm.**

**To submit an article, contact:**

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Phone: 651-296-2620
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**To subscribe, contact:**

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Toledo OH 43606
Phone: 419-530-2170
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**lbr0008@uoft01.utoledo.edu**

MID-ATLANTIC ARCHIVIST

## *MARAC Service Award Request Form*

This award is given to individuals who have been long-standing, hard-working members of MARAC, and who have made significant contributions to the organization. Those involved with MARAC committees (Membership, Local Arrangements, Program, Ad-hoc Committees, etc.) have been past recipients. Any individual who has contributed to making MARAC a successful organization in any way can be nominated for the Service Award.

**Name of person to be recognized.** Record name as it should appear on the certificate. Check spelling of name and proper form of name (nicknames, etc.).

**Outstanding service preformed by individual.** Provide specific details; prepare draft for text of certificate.

**Submit to the Outreach Committee by April 28, 2000.**

Michelle M. Powers
Rockefeller Archive Center
15 Dayton Avenue
Sleepy Hollow, NY 10591
**powersm@rockvax.rockefeller.edu**

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*For Outreach Committee use (record date of action, decisions made)*

Outreach Committee Review:

Steering Committee Review:

Information given to MARAC Archivist for preparation of certificate:
(six to eight weeks before the meeting)

Completed certificate give to Outreach Committee for Presentation:

Presented at Breakfast Meeting: Submitted by:
Mailed certificate to recipient: Date:

# MARAC STEERING COMMITTEE MINUTES

**February 11, 2000**
Maryland Historical Society
Baltimore, Maryland

1. CALL TO ORDER
Jim Byers, MARAC Chair, called the meeting to order at 11:10 a.m. at the Maryland Historical Society in Baltimore, MD.

2. APPROVAL OF MINUTES
The minutes of the 11 November 1999 Steering Committee meeting were approved.

3. CHAIR'S REPORT
*(Appendix 1)*
A. All necessary paperwork has been submitted to the IRS for the change in MARAC's tax status.

B. Susan Oderwald of Kimball & Associates (K&A) reported on stage two of K&A's transition phase, which focuses on evaluation and review of activities to date. K&A is determining the scope of services MARAC requires, adjusting to MARAC's processes, and setting up systems and structures to address ongoing issues. During this period, which is expected to end within a few months, unanticipated problems and "bugs" typically disrupt operations, but Susan pointed out that the situation will improve as K&A gains more experience with MARAC.

Susan discussed developing an operational handbook and standard calendar to reduce future problems. She reported on delays in new member letters, registration problems at the Hauppauge meeting, and issues with state caucus member mailing labels. She announced successful completion of an audit of MARAC's books, and that K&A will prepare MARAC's taxes.

It was reported that membership fell from roughly 1100 last year to 850. The 1999 administrator's report and membership figures will be reviewed to determine the reason for the decline, which may be as simple as members forgetting to renew. Caucus representatives will contact non-renewing members using mailing labels and membership lists from K&A. The DC caucus noted that the labels they received were not complete sets. Susan gave caucus membership lists to the representatives, and asked for corrections and additions.

Some members registered disappointment with operational and management glitches during the transition, and suggested that as compensation, MARAC's costs for certain contracted services should be reduced. K&A noted this.

In the next few weeks, Jim will appoint four or five members from Steering Committee to review the K&A contract, which expires in June. Specifically, the group will assess MARAC's position, identify problems and possible solutions, and decide whether the contract will be renewed.

4. VICE CHAIRS' REPORT
*(Appendix 2)*
A. Recent meetings
- The books for Penn State, Spring 1999, should be closed out by the end of February.

- The hotel bill for Hauppauge, Fall 1999, has been settled, though other bills may be outstanding. There is a strong possibility that MARAC will lose money on this meeting.

B. Upcoming meetings
- For New Brunswick NJ (May 18-20, 2000) $2,500 in donations has been raised toward the overall goal of $7,000. A designer and printer have been selected, and will likely provide services for MARAC meetings on a regular basis.

- Mailings for Cleveland, OH (Oct. 19-21, 2000) were discussed. The Midwestern Archives Conference (MAC) uses bulk mail for a final conference program sent two months in advance, while MARAC sends a preliminary program first class. MCC has decided to mail one program like MAC, and asked Steering Committee to determine which rate to use. As many members noted problems with bulk mail, particularly in the Northeast, first class mailing was approved.

- Diane Windham Shaw and Joan Echtenkamp Klein will co-chair the Program Committee for Philadelphia, PA, Spring 2001.

- High costs for the Hotel Roanoke led MCC to shift the meeting to Richmond, VA, for Fall 2001. Jodi Koste and Tom Crew will co-chair the Local Arrangements Committee (LAC); Linda Angle Miller and another (yet unnamed) member will co-chair the program committee. MCC will deal directly with the hotels (two have been contacted); K&A will consult. Relying on K&A to handle the negotiations completely would be too expensive.

To minimize hotel expenses, MCC proposed a Friday-Sunday schedule to replace the usual Thursday-Saturday meeting. After a long discussion, Steering Committee approved the recommendation as an experiment. MCC will work out the

best scenario. It was suggested that this issue be addressed in a newsletter article, or in survey form on future registration material.

- For Baltimore, MD, Spring 2002, Mary Mannix and Yvonne Carignan will co-chair LAC, and Danna Bell-Russel and Susan McElrath will co-chair the Program Committee. A joint meeting with OHMAR is possible.

- Poughkeepise, NY, Fall 2002, will be a joint meeting with the New England Archivists (NEA). NEA conferences run on a Friday to Sunday schedule, for economic reasons and to accommodate one-person shops.

5. SECRETARY'S REPORT
Nothing to report.

6. TREASURER'S REPORT
*(Appendix 3)*

A. Income came from membership dues, the Fall 1999 conference, advertising, and bank interest. A check from Penn State has not yet been received. Expenses included K&A management fees, directory publication and postage, *MAA* production and postage, and printing Fall 1999 meeting packets and programs. Fall 1999 hotel expenses ($15,923.30) will appear in the 2nd quarter Treasurer's Report. The Treasurer is determining whether all the bills for the Fall 1999 meeting have been submitted for payment.

B. The reserve has increased in FY 2000 to $75,000 to reflect increased operating costs as required by the Steering Committee. In the 2nd quarter, we will transfer $5,000 from the reserve to cover expenses.

C. The annual audit is complete. MARAC's federal tax return is due in late February.

D. Steering Committee members were again cautioned to limit expenses by completing tasks themselves rather than calling on K&A

E. To continue the Strategic Plan Implementation, Jim Byers has sent the packet to the IRS with the $500 application fee. Once MARAC's tax status changes, Finance Committee will apply to the states (except DE which has no sales tax) for exemptions; relevant information from all jurisdictions in the region has been gathered. Once granted, the exemptions must be kept up to date, with appropriate information provided to LAC and K&A as needed.

F. A retention schedule for Treasurer/Finance Committee records has been approved and sent to the MARAC Archivist.

7. ARCHIVIST'S REPORT
*(Appendix 4)*

A. Activities have included responding to Steering Committee queries and updating the MARAC finding aid to include accessions received in the last three years.

B. The Archivist has a new student assistant helping with the MARAC archives and has encouraged her to join and attend conferences.

8. STANDING COMMITTEE REPORTS

A. Education
*(Appendix 5)*

- Four half-day workshops are planned for New Brunswick:
  - Privacy Issues in Archives [Mary Ronan, NARA]
  - Website Design [Sheryl Griffith, NARA]
  - Database Design [Meg Phillips, ACP-ASIM], and
  - Preservation Management [Walter Cybulski, NLM),

A full day arrangement/description workshop will also be offered.

- Cleveland conference workshops remain undetermined. Some confusion has arisen over the roles and plans of MAC's Education Committee and the LAC's Education Subcommittee.

- The winter Modern Archives Institute Scholarship, originally awarded to Melody Haymire who was unable to attend, was awarded to runner-up Judith Gardner-Flint. As no applications for the Summer scholarship were received by deadline, Melody Haymire's application will be reviewed.

- One application has been received for the Meeting Scholarship.

- New committee member Jay Gaidmore will replace Dale Harter, who resigned from the Committee.

- In late April, Tom Rosko and Danna Bell-Russel will attend a 3-day National Forum on Archival Continuing Education conference in Atlanta. The conference will give leaders in archival education a chance to discuss current trends and issues.

- The Student Essay Award was discussed. The Committee will review the status of the contest and possibly report at the next meeting.

- Workshop honoraria ($300 for full day; $100 for half day) for non-MARAC instructors were discussed. The committee investigated, but could not document the practice as a MARAC policy. The committee will look into this issue in the continuing effort to reduce and better manage workshop costs.

# MARAC STEERING COMMITTEE MINUTES

B. Nominations and Elections

The Committee reported on its success in providing a good mix of new and veteran members as candidates in the upcoming spring election. Open offices include Secretary, Treasurer, State Caucus representatives, Nominations and Election (3) and Custer Awards (2). Additional candidates are still sought for NJ and WV Caucus Representatives.

C. Membership
*(Appendix 6)*

- Approximately 80 welcome letters were mailed out to new members. After some delay, K&A sent out the new member kits. Following much discussion, it was decided to hold the new members' meeting in New Brunswick in the hospitality suite at 7:30 a.m. Friday morning. The Committee tabled discussion of welcoming new members with kits and letters (part of the long range plan), due at this meeting, pending review of the new system under K&A.

- The recruitment coordinator anticipates greater activity as the Spring meeting approaches.

- Clarification on membership database oversight was requested. It was determined that the Membership Committee will oversee the database, with Susan Oderwald of K&A as an ex-officio member.

- Improvements to the membership brochure are underway

D. Outreach Committee
*(Appendix 7)*

- Darlene Richardson, Historian/Archivist at the Virginia Museum of Transportation has submitted several images for the MARAC Archives Week Poster 2000.

To gather images that better represent the collections in MARAC institutions, the Committee will request additional submissions via *MAA* and the Archives listserv.

- Also through *MAA* and the listserv, Michelle Powers will request Service Award nominations to be considered at the Spring meeting and presented in the Fall.

- The Outreach Committee noted its omission from the new directory.

E. Custer Award
No report submitted.

F. Finding Aids Committee
*(Appendix 8)*

- Twelve submissions, including six electronic databases from the Library of Virginia, were received.

- Reprinting the finding aids brochure has been discussed with the Publications Committee, which has funding available in their budget. K&A will handle the design.

- A new chair and additional committee members will soon be needed.

G. Publications Committee

- The newsletter is late but ready to go. Layout was done in the editors' shop, with a revised design scheduled for this issue. Arrangements are underway to review the *MAA*. Once the design is approved, content will also be reviewed.

- The stock of some technical leaflets is running low. The committee is deciding which should be revised prior to reprinting. The budget will be reviewed in the light of these unscheduled publications.

- The technical leaflet on labor records is being readied for publication. A call was made for ideas for future leaflets

- All articles for the Symposia Volume have been received on disc. They will be reviewed, edited, and sent to the publisher by April 1.

- The MARAC website has been accessed 12,695 times since June 1, 1996 with the job section recording 616 hits since November 29, 1999. The site was migrated to a new server without any problems.

9. NCCPH

- The search is on for a new director to replace Page Miller.

- Senate Bill 1801 proposes to establish a nine member board within the National Archives to recommend records to the Archivist of the U.S. for declassification. Several historical associations oppose this bill because it targets specific records, rather than using the more accepted systematic approach to declassification. The bill also requires NARA to fund this board. MARAC's liaison to the NCCPH Peter Wosh asked if we wanted to take a stand on this legislation. After discussion, it was decided that Jim Byers will draft a letter documenting MARAC's opposition to the bill and post it on the listserv for comment.

10. STATE CAUCUS REPORTS
See the full minutes.

11. OLD BUSINESS
See the full minutes.

12. NEW BUSINESS None.

13. OTHER None

14. ADJOURNMENT
The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Patrice C. Brown
MARAC Secretary

# MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

## MARAC Expenditure Detail, Fiscal Year 2000

| Category | Budget | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Total | % of Budget | 1999 Actual |
|---|---|---|---|---|---|---|---|---|
| General | | | | | | | | |
| Secretary | $50.00 | $0.00 | | | | $0.00 | 0% | $19.39 |
| Nat'l Coordinating Cmte. | $750.00 | $0.00 | | | | $0.00 | 0% | $750.00 |
| Taxes & Filing Fees | $50.00 | $0.00 | | | | $0.00 | 0% | $20.00 |
| Legal - Insurance | $500.00 | $0.00 | | | | $0.00 | 0% | $500.00 |
| **Subtotal** | **$1,350.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **0%** | **$1,289.39** |
| Administrator | | | | | | | | |
| Office/Postage | $100.00 | ($135.32) | | | | ($135.32) | -135% | $836.48 |
| Printing/Stationary | $100.00 | $92.68 | | | | $92.68 | 93% | $199.03 |
| K&A Management Fee | $33,525.00 | $11,138.47 | | | | $11,138.47 | 0% | $10,928.44 |
| Fax Costs | $300.00 | $5.00 | | | | $5.00 | 0% | $0.00 |
| Telephone | $500.00 | $132.50 | | | | $132.50 | 0% | $570.62 |
| Mailing Costs | | | | | | | | |
| Mail Service Fee (Fedex) | $90.00 | $0.00 | | | | $0.00 | 0% | $0.00 |
| MAA | $2,200.00 | $2,273.62 | | | | $2,273.62 | 103% | $42.75 |
| Membership Renewal | $600.00 | $185.90 | | | | $185.90 | 31% | $350.79 |
| Ballots | $700.00 | $0.00 | | | | $0.00 | 0% | $643.50 |
| Directory | $900.00 | $1,906.25 | | | | $1,906.25 | 0% | $0.00 |
| Publications/Other | $1,000.00 | $33.79 | | | | $33.79 | 0% | $27.26 |
| **Subtotal** | **$40,015.00** | **$15,632.89** | **$0.00** | **$0.00** | **$0.00** | **$15,632.89** | **39%** | **$13,598.87** |
| Treasurer | | | | | | | | |
| Postage--Bank Charges | $100.00 | $50.00 | | | | $50.00 | 50% | $89.19 |
| Accountant | $2,175.00 | $0.00 | | | | $0.00 | 0% | $450.00 |
| **Subtotal** | **$2,275.00** | **$50.00** | **$0.00** | **$0.00** | **$0.00** | **$50.00** | **2%** | **$539.19** |
| **State Caucuses** | **$1,350.00** | **$409.15** | | | | **$409.15** | **30%** | **$411.21** |
| Committees | | | | | | | | |
| Steering | $3,000.00 | $231.50 | | | | $231.50 | 8% | $3,038.03 |
| Nominating | $300.00 | $0.00 | | | | $0.00 | 0% | $56.10 |
| Finance | $20.00 | $0.00 | | | | $0.00 | 0% | $0.00 |
| Finding Aids Award | $100.00 | $0.00 | | | | $0.00 | 0% | $45.23 |
| Custer Award | $75.00 | $9.25 | | | | $9.25 | 12% | $0.00 |
| Membership | $380.00 | $0.00 | | | | $0.00 | 0% | $64.13 |
| Outreach | $750.00 | $0.00 | | | | $0.00 | 0% | $0.00 |
| Meetings Coordinating | $900.00 | $0.00 | | | | $0.00 | 0% | $0.00 |
| Education | $150.00 | $10.35 | | | | $10.35 | 7% | $10.89 |
| **Subtotal** | **$5,675.00** | **$251.10** | **$0.00** | **$0.00** | **$0.00** | **$251.10** | **4%** | **$3,214.38** |
| Publications | | | | | | | | |
| Meetings | $150.00 | $0.00 | | | | $0.00 | 0% | $0.00 |
| Mid-Atlantic Archivist | $10,800.00 | $2,776.00 | | | | $2,776.00 | 26% | $8,732.00 |
| Technical Leaflets | $1,600.00 | $471.74 | | | | $471.74 | 29% | $50.00 |
| Membership Directory | $2,800.00 | $3,815.18 | | | | $3,815.18 | 0% | $0.00 |
| Symposia | $1,500.00 | $0.00 | | | | $0.00 | 0% | $0.00 |
| Membership Brochure | $550.00 | $0.00 | | | | $0.00 | 0% | $0.00 |
| **Subtotal** | **$17,400.00** | **$7,062.92** | **$0.00** | **$0.00** | **$0.00** | **$7,062.92** | **41%** | **$8,782.00** |
| MARAC Archivist | $500.00 | $0.00 | | | | $0.00 | 0% | $500.00 |
| Awards | $575.00 | $200.00 | | | | $200.00 | 35% | $425.00 |
| Conference Expenses | $76,000.00 | $2,325.73 | | | | $2,325.73 | 3% | $3,793.30 |
| MARAC Scholarship | $2,860.00 | $585.00 | | | | $585.00 | 20% | $1,394.51 |
| Miscellaneous | $0.00 | $0.00 | | | | $0.00 | 0% | $10.00 |
| TOTAL EXPENSES | **$148,000.00** | **$26,516.79** | **$0.00** | **$0.00** | **$0.00** | **$26,516.79** | **18%** | **$33,957.85** |

# ONE OF OUR OWN

**David Weinberg**

David Weinberg says he became an archivist "almost by accident." As a new graduate with a degree in urban studies and a love of history, he wasn't sure what job would best suit his interests. The late Fred Miller urged him to consider becoming an archivist, and suggested that a library degree would also be essential. David wound up working at Temple University's Urban Archives, the repository of modern Philadelphia history founded by Fred, which proved to be a perfect fit.

At the beginning of Philadelphia Mayor Ed Rendell's administration in 1992, David was appointed Deputy Commissioner of the Department of Records of Philadelphia. It was in this position that David became effective at developing grants from public and private agencies, to the great benefit of the City of Philadelphia and its archives. Grants were obtained for strategic planning, revitalizing records management, and improving electronic record keeping. An NEH grant was obtained for processing archival material in selected "themes," such as city administration, early 20th century municipal corruption, and city planning.

Obtaining grants can be an exhaustive, and exhausting, process. David has been through it many times and knows the ropes. When the grant is in, the waiting begins. When news arrives, it comes in two ways: "Phone calls are good, letters are bad," says David. Hard work and dedication have gotten David many phone calls. David raised more than one million dollars in external funding to support new and continuing records-related initiatives for the City government, its citizens, and the broader research community.

David has had a long interest in fund-raising and program evaluation. In 1997, he was selected as a Bentley Research Fellow at the University of Michigan where he conducted a systematic evaluation of local government archival and records programs. The resulting article, "The Impact of Grantsmaking: An Evaluation of Archival and Records Management Programs at the Local Level," appears in the current issue of American Archivist (Fall 1999).

David's skill in attracting grants comes in handy in the position he moved to in 1999: Records Center Program Manager at the National Archives and Records Administration. Beginning October 1, 1999, NARA's Records Center Program converted from an appropriated to a fee-for-service program. The change allows the Records Center Program more flexibility in responding to Federal agency records stor-

age needs. Beginning October 1, 2002, federal agencies can choose between NARA or private contractors to provide records center services (archives and records management services will continue to be provided to all Federal agencies, funded with Congressional appropriations). Since customer service is the most important element of David's program, his program must be entrepreneurial and responsive to customers in order to keep the records center business of federal agencies. It is a challenging task for David to create a new records center for fifteen regional and two national records centers that contain 21 million cubic feet of records.

While David has moved away from his first love—the life and history of America's cities—he continues to use the skills he developed as an archivist in the City of Brotherly Love.

**Name:**
David Weinberg

**Current position:**
Records Center Program Manager in the Office of Regional Records Services of NARA

**Previous position:**
Deputy Commissioner of the Department of Records of Philadelphia

**Place of birth:**
Philadelphia

**Undergraduate degree:**
BA in urban studies, University of Pennsylvania

**Graduate degrees:**
MA in history, Temple University; MSLS, Drexel University

**Year joined MARAC:**
1985

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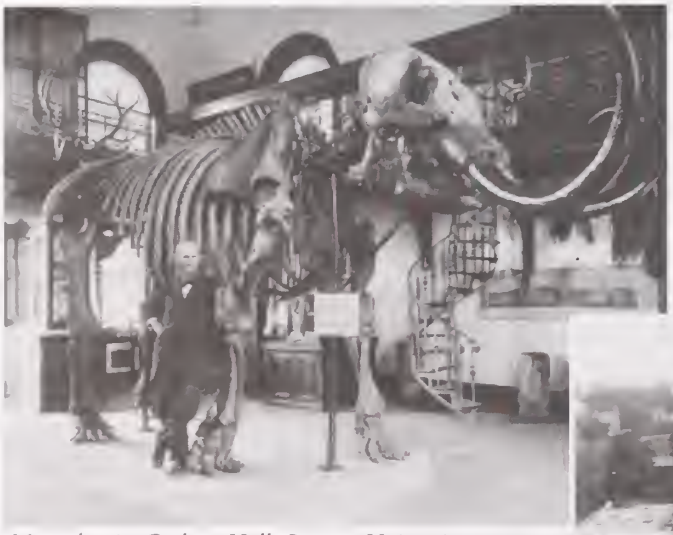
# NEW BRUNSWICK WHEN

Modern EMS in New Brunswick will be ready for those who over-indulge in MARAC fanfare.

Come celebrate a great New Brunswick tradition of "gather round the maypole."

*New Jersey College for Women, 1922*

*"Number 6 Engine Company," 1911*
Photographer – VanDerveer



*Mastodon in Geology Hall, Rutgers University*

The streets will be paved with excitement on May 18-20th.

MARAC Spring 2000 is a great opportunity to celebrate the first meeting in the new millennium—the "New Brunswick way!"

The Ice Age has come and gone in New Brunswick (a few times over).

*Albany and George Streets, 1924*
Photographer – VanDerveer

*MARAC returns to New Brunswick this Spring. Note how the city has changed since we were here last. Gone are the horse and carriages, the trolleys and steamboats. Come to the "New" New Brunswick.*

*"George Street," 1906*
Photographer – VanDerveer

MARAC attendees may re-enact this anti-war protest at the Old Queens building at Rutgers.

*"Anti-War Protest" May 1972*

The New Brunswick public transportation system has improved in the past few years.

*"Old Horse and Cart – First Trolley, Front of Old Opera House" 1854?*

The meeting site is situated two blocks away from the New Brunswick train station.

All photos courtesy of Special Collections and University Archives, Rutgers University

# STATE AND LOCAL NEWS

Winter is usually a downtime for most organizations. Not so for MARAC. As usual, our members ended the year with a bang and welcomed the year 2000 with a number of new and exciting programs. Here's the news from the states.

**Send news items to**

**Danna Bell-Russell**
National Digital Library
Learning Center
Library of Congress
101 Independence Avenue, SE
Washington, DC 20540; or
**dbell@loc.gov**

## Delaware

The Historical Society of Delaware's History Center mounted two exhibits from its ephemera and manuscript collections. Messages of love made up "Be My Valentine: Vintage Endearments," then on Presidents Day, "Fathers of Our Country" opened. The latter featured items from or about each U.S. President. The Society's manuscript collection boasts documents signed by 33 of the 41 Presidents. The exhibit runs through June 2000.

Construction of a new reading room, archival work areas and office space is underway for the Hagley Museum and Library's Manuscript & Archives Department. Work began in March and should last for six months. The Manuscript and Archives Department will remain open to researchers in the current reading room.

The Hagley's exhibition, "Pierre S. du Pont and African American Education in Delaware," on display throughout Black History Month this February, showcased items from the Museum's manuscript and pictorial archives, and artifacts loaned by the community.

The Winterthur Museum and Library celebrates its 50th anniversary in 2001. The manuscripts department has begun conducting oral history interviews and planning for anniversary events.

The Delaware Art Museum's Library has several pieces from the John Sloan and Charles Winter collections on view during "The Red Cottage Artists" exhibition. This is a cameo showing during the "Stuart Davis in Gloucester" exhibit, which ran through March 19.

The University of Delaware Library announced the opening this February of the Thomas R. Carper Congressional Papers, which document the career of the state's member-at-large in the U.S. House of Representatives, 1983-1993. At 84 linear feet, with oversize and audiovisual material, the papers span the dates 1979-1993 with the bulk covering 1982-1992, from Carper's transition from state treasurer to Congressional candidate, through his victory in the race for governor. See http://www.lib.udel.edu/ud/spec/findaids/carper/index.htm for an illustrated finding aid.

The Delaware Public Archives has begun a survey of the conditions and needs of private historical records repositories throughout the state. Funded by the state's General Assembly, the survey was requested by the DE Historical Records Advisory Board as part of its current NHPRC-funded Strategic Planning Initiative.

**Caucus Representative Barbara D. Hall can be reached at (302) 658-2400 x277 or bdhall@udel.edu.**

## District of Columbia

The DC Caucus held its third educational workshop on February 16. Steve Puglia from NARA presented a primer on scanning, and covered issues such as digital imaging technology, reformatting and the National Archives Electronic Access Project.

The Small Repository Roundtable is an open forum for lone arrangers and archivists in small repositories. Started a few years ago, this group is again becoming active. Contact Susan McElrath, DC Caucus Rep and new staff member at the National Anthropological Archives at the Smithsonian, for upcoming roundtable events and activities.

# STATE AND LOCAL NEWS

A Special Committee of the DC Caucus has begun planning for Archives Week 2000. New this year is a workshop for local teachers on using primary sources, coordinated by the DC Caucus in conjunction with the Washington, DC History Day staff at the Historical Society of Washington, DC.

The National Archives Assembly and the DC Caucus are pleased to announce the creation of "The First Hand Award: Creative Uses of Primary Sources." The Washington, DC History Day student who best demonstrates creative use of primary sources or use of non-traditional primary sources will receive a certificate redeemable in NARA's gift shop.

The National Archives Assembly also presented a program on "Information Warehousing: Advanced Army Records Management" on December 14th. Edward Arnold, Deputy Director for Army Records, discussed the reengineering of the Army's record keeping process. The solution combines legal requirements, soldiers' needs and expectations, and to the Department of Defense's strategic vision of information dominance.

The Washingtoniana Division of the DC Public Library (DCPL) is again sponsoring its series of Thursday Slide Shows, which provide a forum for noted historians to focus on specific local events. The first slide show featured Peter Penczer discussing "Washington Then and Now." Future shows include Matthew Gilmore on newspaper history in DC; Robert A. Truax showing "Pictures of Old Washington" from his extensive collections; and Alexander Padro discussing Washington memorials. The shows are held at 12 noon in the Washingtoniana Division, Martin Luther King Memorial Library, Room 307, 901 G St., NW. (202) 727-1213.

Last October, the DCPL hosted the 26th annual Washington DC Historical Studies Conference, sponsored by the Washingtoniana Division, the Historical Society of Washington, DC, and George Washington University's Center for Washington Area Studies. Highlights included sessions on Washington's monumental heritage, maritime and church history, and a tour of the Washington Navy Yard.

On December 4, the Washingtoniana Division hosted "Growing Up in DC: A Peek at the Past," a workshop created to help children and their "special adults" explore neighborhood history using maps, photos and newspapers. Sponsored by the Washingtoniana Division, DCPL's Children's Services, and the Peabody Room (located in the Georgetown Branch and focused on that area's history), the workshop is part of a city-wide effort to encourage children to learn about the District's local history.

In addition to its interesting programs, the DCPL has made some staff changes. Dr. Susan Malbin now heads the Washingtoniana Division, and Peggy Appleman has been appointed Archivist for the Peabody Room.

The DC Caucus and the MARAC community suffered a loss with the sudden death of Jon Reynolds on January 2, 2000. Archivist at the Georgetown University Archives since 1971, Jon made several presentations at MARAC meetings, most recently in Fall 1998. In addition, he provided much support to colleagues throughout the region on issues relating to database design, archival automation, and internet access to archival collections. A memorial service was held on the Georgetown Campus on February 16th.

**Caucus Representative**
**Susan McElrath can be reached at**
**(202) 786-2513 or**
**mcelrath.susan@nmnh.si.edu**

## Maryland

Caucus Rep Mary Mannix now serves as an editor for H-Maryland, a new H-Net Humanities and Social Science mailing lists. Dr. Mary Elizabeth Corrigan, University of Maryland at Baltimore, and Matthew A. White of the B&O Railroad Museum also serve as editors. A refereed, interdisciplinary discussion list, H-Maryland provides a forum for those who research, write, teach, and preserve Maryland history and culture, and for those who work in the state's cultural institutions. The list addresses topics such as cultural-resource management, funding, and legislative efforts affecting the state's historic legacy, and serves as a bulletin board for news on collections, conferences, exhibits, and public programs, and source of teaching materials like syllabi and reading lists. Write to H-Maryland@h-net.msu.edu for more information.

# STATE AND LOCAL NEWS

In honor of Women's History Month, the Montgomery County Archives showed "From Social Clubs to Community Activism," an exhibit on the changing role of women activists during the twentieth century. On display are materials from groups such as the Home Interest Club of Forest Glen, (begun as a social club in 1897; later a provider aid to the poor and unemployed, and support for education); the Montgomery Co. Chapter of the League of Women Voters (founded in 1921); the Public Health Lay Council (organized in 1935 to provide support to overworked and overextended Public Health nurses); and the Literacy Council of Montgomery Co., Inc., (established in 1963 by Mrs. George (Beth) Kilgore). Also prominently featured is Edith Throckmorton, a gifted teacher and administrator, who resigned from the Montgomery Co. Public School system after a demotion during desegregation, then worked to reinvigorate the local NAACP chapter and ensure civil rights for all citizens. For further information, contact Archivists David McCartney or Rebecca Fitzgerald at (301) 279-1218 or at archinfo@mont.lib.md.us

The Archives is one of 20 Montgomery Co. historical preservation groups currently meeting with County Council members to explore historic project funding and site acquisition strategy and promote cultural tourism and historic preservation in the county. The Archives will unite the county's many historic preservation organizations in one locale with links to and information about each group.

The University of Maryland's student chapter of SAA, the Student Archivists at Maryland (SAM), has had a very eventful 2000. Coralina Daly, President; Jennifer N. Evans, Secretary; and Emma Wilmer, Treasurer, have established a roundtable series for students to gather and talk casually about current issues. The officers have worked hard to create an environment in which archives students can share and discuss their studies and relate the issues to their own experiences. In addition, SAM includes a special events committee, which organizes tours, lectures and social events. The spring semester looks busy with plans for a discussion on EAD and an informal certification workshop. For more information, see http://www.inform.umd.edu/StudentOrg/sam/index.htm

On April 10 - 11, 2000 the University of Maryland hosted the first annual Maryland Forum on Information Policy, organized by the College of Library and Information Services at the University of Maryland at College Park. "Putting Digital Information to Work: Knowledge Management and Information Policy" included Dr. Thomas Davenport, Director, Andersen Consulting Institute for Strategic Change and Professor at the Boston University Graduate School of Management, speaking on "Knowledge Management and the Future Course of American Business;" Dr. John C. Thomas, Manager of Knowledge Socialization at IBM's T.J. Watson Research Center, discussing "Knowledge Management and Human Socialization: Information Serving People;" and Ian Wilson, National Archivist of Canada, presenting "Archives, Records, and Information Policy: Issues and Challenges for the Future."

The Maryland Caucus sponsored a site visit to the National Public Broadcasting Archives (NPB) following Ian Wilson's talk on April 11. Curator Thomas Connors gave a tour of the NPB, located in the Hornbake Library of the College Park Campus. Further information can be found at http://www.lib.umd.edu/UMCP/NPBA/index.html.

On March 6, the C. Burr Artz Central Library, Frederick County Public Libraries, began its temporary move from its permanent location at 110 East Patrick Street to 5340 Spectrum Drive, Suite A. The Library will be closed to allow construction to begin on a state-of-the-art facility. Renovations, which include a greatly expanded Maryland Room for local history resources, will be completed in late 2001, when the Library will return to downtown Frederick.

The Maryland State Archives has completed the first phase in its project to place the state's legal history online at http://www.archivesofmaryland.net. This ongoing project will eventually include the legislative record up to the present day. The 72 volume *Archives of Maryland* series, published between 1883 and 1972, is available as searchable text and as images. Project staff have taken an unusal approach to this work: unlike other scanning projects, OCR tech-

nology has been employed on 19th century texts. While the results are not ideal, the process does allow automatic page indexing and legible text output.

**Caucus Representative Mary Mannix can be reached at (301) 631-3764 or mm0028@mail.pratt.lib.md.us**

## New Jersey

The New Jersey Caucus met on February 25 at the Monmouth County Library for a business meeting and lecture program. First on the business agenda was a discussion of changes to the program format for Archives and History Day, scheduled for October 14 also to be held at the Monmouth County Library. Attendees then heard an interesting presentation on the Monmouth County oral history project by Flora Higgins, Project Director, and Joanna Aiken, an intern from Freehold Township High School. Several caucus members toured the County Archives and viewed the "Murder in Monmouth" exhibit.'

Rutgers University celebrated the opening of the exhibit "IUE Union in a Hurry: The 50th Anniversary of the International Union of Electronic, Electrical, Salaried, Machine, and Furniture Workers, AFL-CIO," documenting the IUE's progressive democratic unionism and social and political activism, much of which took place in New Jersey. The exhibit highlighted the union's contribution to the struggles for social justice and civil rights, fair employment and equal opportunity programs, education, fair housing, gender equity in the workplace, and trade reform legislation.

**Caucus Representative Gary Saretzky can be reached at (908) 308-3772 or saretzky@rci.rutgers.edu.**

## New York

In January, the Archivists Roundtable of Metro NYC (ART) hosted a Premiere Introduction to the Archives of Quadriga Art, Inc. and Reproducta, its parent company. These two fine arts publishers hold the largest collection of commercial religious art in the world. Reproducta was founded by the Schulhof family in the early 1920s in Berlin, with branches in Prague, London and Brussels. After fleeing Europe in 1939, Rudolph Schulhof re-established his family business in New York, and began producing exclusive and commissioned lines of "church goods" -- holy cards, greeting cards, Christmas cards, memorial folders, bookmarks, and calendars -- for US retailers and religious groups. In 1950 Quadriga Art was incorporated. With an office in Milan and manufacturing facilities in New Jersey and Hong Kong, the two companies currently produce and distribute a broad array of secular and religious articles -- medals, statues, decorative plates, toys, and clothing -- around the world. Theodore Grunewald, Chief Archivist of Quadriga and Reproducta, focused on the challenges of an archives of this size and complexity: diverse product lines incorporating myriad materials; archival demands of three different locations; and the difficulty of balancing business priorities with the needs outside researchers.

In February ART hosted a presentation on Brooklyn's Green-Wood Cemetery by Jeff Richman, author and photographer of Brooklyn's *Green-Wood Cemetery: New York's Buried Treasure* (Green-Wood Cemetery, 1998). Though a practicing attorney, he has led tours of the cemetery for many years, and created the self-guided walking tour, "To Battle Hill and Back." Richmans's slide show covered the cemetery's history and archives, highlighting materials used for his book. Founded as a non-profit civic endeavor in 1838, by the 1850's Green-Wood had become not only America's finest rural cemetery, but also one of the country's great tourist attractions. The popularity and success of the cemetery helped park advocates mak a case for developing Central Park. By 1900, Green-Wood was the largest developed cemetery in the world and the final resting place for more than 500,000 souls, including Leonard Bernstein, Horace Greeley, Samuel Morse, Lola Montez, the Tiffanys, Brooks Brothers, Harper Brothers, and Boss Tweed.

The New York Weill Cornell Medical Center Archives, in conjunction with Cornell University Library's Preservation Department, is participating in a two year, $135,405, grant-funded cooperative preservation microfilming project supported by the NY State Program for Conservation/ Preservation. Additional participants include Columbia's College of Physicians

and Surgeons, and New York University Medical Archives. The grant will fund microfilming of a portion of the Medical and Surgical Registers of The New York Hospital. This fragile yet heavily used collection dates from 1877 to 1932 and measures 762 linear feet. Each of the volumes documents the hospital's patients from admission to the Medical or Surgical wards through either discharge or death. Date of birth, nationality, occupation, marital status, family history as related to the illness, and occasional comments on a patient's moral state were recorded alongside admitting diagnosis, results of physical exams, charts of vital signs, progress notes and autopsy records. A related series of earlier records --117 volumes in 27 linear feet covering the years 1808 to 1870 -- were previously microfilmed under a grant from the National Library of Medicine. For more information, contact Adele Lerner at alerner@med.cornell.edu

**Caucus Representative Mary Ellen Rogan can be reached at (212) 721-4008 or mrogan@nypl.org.**

## Pennsylvania

In keeping with its commitment to support information technology enterprise-wide government activities and functions, the Office for Information Technology within the Governor's Office of Administration (OA) will be using Pennsylvania's Technology Improvement Funds to support a wide variety of programs administered by the State Archives. Requests For Quotes have already been issued by OA to support a State Archives Records and Information Access System, an Electronic Records Inventorying and Scheduling Project and an enterprise-wide assessment of the Commonwealth's existing Electronic Records program. In addition, a staff study is underway to determine the cost of implementing an automated records management program for agencies under the Governor's jurisdiction. For further information, contact Linda Avetta at 717-705-6923 or lavetta@phmc.state.pa.us

The Pennsylvania State Historical Records Advisory Board (PSHRAB) recently issued *Documenting Pennsylvania and Its People: A Strategic Plan for Historical Records*, as well as a condensed *Summary Report*. The result of a two-year project funded by the NHPRC, the reportss were prepared by board and staff of the Pennsylvania Historical and Museum Commission's (PHMC) Bureau of Archives and History with the assistance of consultants Dr. Richard J. Cox and Dr. Elizabeth Yakel of the University of Pittsburgh. Copies will be mailed to all State Archivists. PSHRAB is now developing a five-year action plan with specific activities and a timeline to guide implementation of the *Strategic Plan*. The two publications and the action plan, along with regular progress reports, will soon appear on the PHMC on-line at http://www.phmc.state.pa.us. For more information, contact Diane Smith Wallace, Division of Archival and Records Management Services, PHMC, P.O. Box 1026, Harrisburg, PA 17108-1026 or dwallace@phmc.state.pa.us

PHMC's Division of Archival and Records Management Services recently released a new edition of the *State Records Management Manual*, known as M210.7 and last published in 1985. Acting as the agent of the Secretary of Administration, the Division's records management mission involves ensuring that government officials adequately document their decisions and actions, and that agencies control disposition, preservation and access to these records. The *Manual* covers records inventory and analysis; use of the State Records Center, the State Archives and the appraisal process; disaster planning and vital records; and micrographics, optical imaging and electronic records. This revision is intended to help Commonwealth agencies minimize personnel and operating costs associated with the creation, storage and retrieval of records without regard to format. For more information, contact Cindy Bendroth at (717) 787-8953 or cbendroth@phmc.state.pa.us.

At Temple University's Urban Archives, one of the most heavily used resources is the *Philadelphia Evening Bulletin* morgue -- more than a half million clippings and five million images (negatives and photographs) from 1900 through 1982. Perhaps unique among such collections, the morgue is indexed by both individual name and subject. This work began in the paper's research and reference area, under the supervision of George D. McDowell, who started at the Bulletin in 1945 as a clerk and ended his tenure in 1982 as Director of the Library. His son, Jeffery C. McDowell, recently pledged $100,000 for the enhancement and preservation of the collection. To honor the donation and the man who inspired it, the Urban Archives plans to officially rename

the collection the George D. McDowell Philadelphia Evening Bulletin Collection at a formal reception to be held soon.

The Urban Archives has also recently received a PHMC grant to conduct and videotape an oral history of Lois Fernandez, community activist, entrepreneur, and co-founder of ODUNDE. Initiated in 1975 and held a historically significant African-American neighborhood in South Philadelphia, ODUNDE is the oldest continuously running African-American community festival. The transcript and video will be completed and available by December 2000.

Carol Montgomery, PhD, Dean of Libraries at Drexel University in Philadelphia is pleased to announce the re-establishment of the Drexel University Archives, now open to faculty, students, staff and the public. Archival records and historical material from several campus locations have been relocated to a newly renovated area in the Hagerty Library which includes a networked reference room and ample study space. Archives Technician Stephen Janick manages the Archives; Dr. Charles Morscheck, Professor of Art History at Drexel, serves as a consultant. The Archives holds over 350 cubic feet of university records and more than 9,000 rare books. The "Drexel Collection" includes some 2000 items written by faculty or published by the university; theses and dissertations written by students; yearbooks, curriculum guides and campus publications; records of the Library School, one of the oldest in the country; and invitations to the dedication ceremonies, copies of speeches given at the opening of the University. The "History of the Book Collection" boasts more than a dozen books printed before 1500 and hundreds that feature unique bindings, covers, or illustrations, as well as a collection of miniature books, three volumes of Virgil autographed by President John Adams, and books related to Philadelphia's 1876 Centennial Exposition. Many of the books in the Archives were donated by George Standish, George Childs or A.J. Drexel and concern the turn of the century architecture, design, and fashion. In addition, materials from Drexel family members -- painter Francis Martin Drexel, investment banker and University founder, A.J. Drexel, and even a future saint, Mother Katharine Drexel -- can also be found in the Archives. For more information, contact Stephen Janick at (215) 895-1757 or janick@drexel.edu.

**Caucus Representative**
**David Hedrick. can be reached at (717) 337-7011 or hedrick@gettysburg.edu.**

## Virginia

The Virginia Caucus met on March 31st at Old Dominion University (ODU) in Norfolk. After the business meeting, there were several presentations on digitization projects in the Tidewater area followed by a tour of the ODU facilities.

Also at ODU, an exhibit and chamber music concert honored the career of internationally known composer, music laureate for the Commonwealth of Virginia and professor of music at Norfolk State University Adolphus Hailstork. The exhibit, "Kaleidoscope: The Musical World of Adolphus Hailstork," which closed on March 1, used photographs, scores and memorabilia to demonstrate how Hailstork created a broad range of music, from small works for a single voice or instrument to full choral and orchestral pieces. Hailstork's body of work embraces chorus and solo performers, chamber ensemble, band and orchestra. His compositions include "Celebration," recorded by the Detroit Symphony; "Out Of The Depths," winner of the 1977 Belwin-Mills Max Winkler Award presented by the Band Directors National Association; "American Guernica," first prize in the Virginia College Band Directors' 1983 national contest; and "Mourn Not The Dead," recipient of the 1971 Ernest Bloch Award for choral composition. The exhibition was funded by a generous grant from the Norfolk Foundation.

A workshop on the "Basics in Preservation" was held at the Fintel Library of Roanoke College on April 7. Sponsored by the South West Virginia Archives and Historical Repositories Consortium, a recently formed group that first met in October 1999, to address the needs of professional and non-professionals in archives and manuscripts, the workshop was led by Conservator Mary Parke Johnson.

**Caucus Representative**
**Linda Angle Miller can be reached at (540) 375-2490 or lmiller@roanoke.edu.**

# PRESERVATION NEWS

## UPCOMING EVENTS

### *May 3-5, 2000.*

"Architectural Records" workshop developed by CCAHA and the National Park Service Museum Management Program, being held at The Athenaeum of Philadelphia. Twenty speakers will address the challenges involved in managing architectural records collections, on both theoretical and practical levels, through keynote addresses, lectures, case studies, demonstrations, and tours. Participants will learn about the significance of architectural records; the array of materials and methods used to create them, from the earliest processes to those in use today; collecting policies; appraisal; intellectual control; preventive and remedial preservation measures; access methods; fundraising; legal issues, including copyright in the online environment; and efforts to ensure that the electronic record of the architecture of the late 20th century and beyond will endure in usable form for future study. For more information and registration details, visit www.ccaha.org or call 215-545-0613.

### *May 19, 2000.*

At the Spring MARAC meeting in New Brunswick, the Friday evening reception will be in the memory of Susan Swartzburg. Susan was a long-time MARAC member, editor of the *MAA* Preservation News column, and an early pioneer in the field of preservation. She was a prolific author, teacher, and mentor to many. Plan to join your MARAC colleagues at this reception to honor one of the field's greatest.

### *June 5, 2000.*

NEDCC is partnering with NELINET and with the John F. Kennedy Library to offer a major single-day program on digital preservation titled "Digital Reality II." The event will be hosted by the Kennedy Library and will include the following speakers: Tim Berners-Lee (inventor of the World Wide Web), Walt Crawford, Paul Conway, Fynnette Eaton, Jeff Rothenberg, and Jan Merrill-Oldham. For more information, check the NELINET Web site at www.nelinet.net/conf/pres/pres00/digital.htm.

### *June 8-13, 2000.*

Annual meeting of the American Institute for Conservation (AIC) at the Adam's Mark Hotel in Philadelphia. For information contact: AIC, 1717 K Street NW Ste. 200, Washington, DC 20006; 202-452-9545; InfoAic@aol.com; http://aic.stanford.edu/.

### *September 18-20, 2000.*

NEDCC "School for Scanning" conference at the University of Washington in Seattle. It is funded in part by The Andrew W. Mellon Foundation and the National Endowment for the Humanities, and co-sponsored by the University of Washington Libraries and by the National Park Service. This conference includes numerous new and/or updated sessions, and several first-time faculty members, including Don Waters, Martha Anderson, and Peter Hirtle. For additional information, see NEDCC's website at http://www.nedcc.org.

## NEDCC PUBLICATIONS

The Northeast Document Conservation Center (NEDCC) announces the publication of the third edition of *Preservation of Library & Archival Materials: A Manual,* in hardcover. This revised and expanded edition, edited by Sherelyn Ogden, has been available electronically on the NEDCC web site since March 1999, but this is the first time it has appeared in printed form. The manual is approximately 412 pages in length and contains 50 individual technical leaflets. Every leaflet from the first two editions has been updated to reflect new information and changing opinions. In addition, the third edition contains eight new leaflets, including: Digital Technology Made Simpler; The Relevance of Preservation in a Digital World; Preservation Assessment and Planning; An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers; Collections Security: Planning and Prevention for Libraries and Archives; and more. The publication is available for $50 from: NEDCC, c/o FPMSI, 220 Neck Road, Haverhill, MA 01835; fpmsi@fpmsi.com; fax 978-521-2802; an order form is available at http://www.nedcc.org/prplam.htm.

This summer NEDCC will be publishing a new handbook on managing digital projects, tentatively titled *Handbook For Digital Conversion Projects: A Management Tool.* Maxine Sitts is the editor, and contributing authors include: Howard Besser, Steve Chapman, Paul Conway, Eileen Gifford Fenton, Franziska Frey, Janet Gertz, Melissa Smith Levine, Steve Puglia, Charles Rhyne,

Steve Smith, and Diane Vogt-O'Connor. It will be published both in paper and on the NEDCC Web site. (It is anticipated that attendees at the "School for Scanning" workshop this September in Seattle will each receive a copy.) For more information call NEDCC at (978) 470-1010.

## CLIR REPORTS

• *The Making of America II Testbed Project: A Digital Library Service Model.* Bernard J. Hurley, John Price-Wilkin, Merrilee Proffitt, Howard Besser. (Dec. 1999, 42 pp., $15 prepaid, CLIR pub87). The work of the Making of America II Testbed Project reported in this paper represents a singular effort in digital library development to find ways to provide access to and navigate a variety of materials. In this endeavor, a digital library service model has been defined that encapsulates the interaction of digital objects (including their metadata), tools, and services based on principles of object-oriented design. In developing the digital library service model, project participants did extensive work to identify and define the structural and administrative (often referred to as technical) metadata elements that are crucial in the development of the digital library services and tools. The full report is available on the CLIR Web site at http://www.clir.org/pubs/reports/reports.html. A paper copy can be ordered from CLIR, 1755 Massachusetts Avenue, N.W., Suite 500, Washington, DC 20036; phone 202-939-4750.

• *Building Preservation Knowledge in Brazil.* Ingrid Beck. (Nov. 1999, 46 pp., $15 prepaid, CLIR pub86). This report describes a highly successful project to mobilize preservation awareness and action throughout Brazil. The project, which has trained more than 3,600 staff members from libraries, archives, and museums throughout the country, began in 1996 and will end phase II of its activity in 2000. The report shows how a core group of committed individuals organized a "grass roots" effort in preservation so broad and effective that it reached parts of Amazonia accessible only by boat. In 1998, the Brazilian government recognized the project by awarding it the prestigious Rodrigo Melo Franco de Andrade, the country's highest award for achievement in cultural heritage. The project started as a request to the Commission on Preservation and Access to help support the translation of important preservation literature into Portuguese. It then grew to include workshops and the creation of a national preservation database and a preservation map of Brazil, thanks to significant support from the Andrew W. Mellon Foundation and Vitae.

Both reports are available on the CLIR Web site at http://www.clir.org/pubs/reports/reports.html. Prepaid paper copies may be ordered from CLIR, 1755 Massachusetts Avenue, N.W., Suite 500, Washington, DC 20036; 202-939-4750.

## FUNDING

"Extending the Reach" is a new series of funding opportunities designed to spread the support of the National Endowment for the Humanities (NEH) to selected jurisdictions and constituencies throughout the United States. NEH is offering Extending the Reach, Preservation Assistance Grants of up to $5,000 to enhance the capacity of libraries, archives, museums, and historical organizations to preserve humanities collections, including books, journals, manuscript and archival materials, maps, still and moving images, oral histories, recorded sound, and objects of material culture. Applicants may request support for general preservation assessments or consultations with preservation professionals to develop a specific plan for addressing a previously identified problem. Awards will also be made to support attendance at preservation training workshops and for the purchase of basic preservation supplies, equipment, and storage furniture. For more information about eligibility, visit http://www.neh.gov/grants/guidelines.html or the news section of www.ccaha.org. For information about other funding opportunities in the MARAC region, visit NEDCC's Web site at http://www.nedcc.org/funding.htm.

# WELCOME NEW MEMBERS

**Michael D. Banick,**
Monmouth University

**Frederick W. Bauman**

**Janet Birckhead,**
Long Branch Free Public Library

**Gail Campanell,**
Boy's Latin School

**William C. Carpenter,**
Joint Personnel Recovery Agency

**Sean A. Curry,**
New Jersey State Archives

**Susan D'Entremont,**
Capital District Library Council

**Meaghan M. Dwyer,**
New York University

**Charles Egleston,**
Pierpont Morgan Library

**Sharon L. Fickeissen,**
Hagley Museum & Library

**Barbara E. Frake,**
St. Mary's Episcopal Church

**Dennis J. Gallagher,**
Villanova University

**Max Ibadov,**
John Hopkins Bayview Medical Ctr. Harrison Library

**Christian D. Kelleher,**
University of Texas at Austin

**Kurt Kuss,**
Bates College

**Sharon Muller,**
US Holocaust Memorial Library

**Pamela Murray,**
Lafayette College

**Ellen C. Peters,**
Hershey Community Archives

**Kristen Polston,**
York County Archives

**Linda C. Roberts,**
University of Maryland

**Anne Rothfeld,**
U.S. Mint

**Lisa K. Schilling,**
Hagley Museum and Library

**Juliane Schneider,**
College of Insurance Library

**Jennifer Thomas,**
University of Maryland University College

**Richard L. Waldron,**
American Swedish Historical Museum

**Nancy Wicklund,**
Rider University Westminster Choir College

**T. Michael Womack,**
Library of Congress Manuscript Division

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# EXTRAS

## Photos Needed!

The Outreach Committee seeks images from your collection for the Archives Week 2000 poster. For consideration, camera-ready photocopies should be mailed to:

**Sharon A. Pullen**
**Rockefeller Archive Center**
**15 Dayton Avenue**
**Sleepy Hollow, NY 10591-1598**

Please include a brief description of each photograph if possible, as well as how your organization would like to be credited.

Thanks, Outreach Committee

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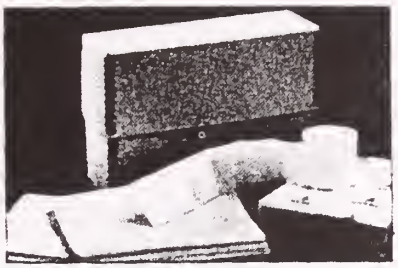

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## Congratulations!

Elizabeth Arena and Jessica Lacher-Feldman have been awarded the MARAC Meetings Scholarships for the Spring 2000 conference. Elizabeth is a student in NYU's Archival Education program. She will be graduating in May and has already begun work as an archivist at AIG. Jessica is a recent graduate of SUNY Albany and is currently employed at the Mental Health Association of New York State and at the College of Saint Rose. The two are very much looking forward to the conference in New Brunswick.

## Update your bookmarks.

The MARAC website lives at
**http://www.lib.umd.edu/MARAC/marac-hp.htm**

# LEONARD RAPPORT MODERN ARCHIVES INSTITUTE SCHOLARSHIP

MARAC offers an annual scholarship (two when funding permits) of $585 to cover tuition for one individual to attend the Winter Modern Archives Institute (if two scholarships are available, one will be for the winter institute and one for the summer institute). This scholarship is established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport Modern Archives Institute Scholarship.

**To qualify each applicant must:**

1. Be a new member in good standing of MARAC with a membership of at least three months but less than three years duration at the time of application, and a member of a state caucus,

2. Be a new employee of at least one and no more than five years in an archival or archives-related field at the time of application, and

3. Not have received any MARAC scholarships prior to this award.

**To Apply:** Applicants should submit

- a current resume;
- a letter outlining compliance with the qualifications AND including a statement indicating the perceived benefit of attending the Institute; and
- two letters of recommendation from persons having definite knowledge of the applicant's qualifications.

**Deadlines:** Applications for the Winter Institute Scholarship should be received no later than October 1; recipients will be notified by December 1.

Applications for the Summer Institute Scholarship (if available) should be received no later than February 1; recipients will be notified by April 1. If there are no funds available for the summer scholarship applications will be carried over into the fall scholarship application process.

**Send applications to:**

**Tom Rosko**
Chair, Education Committee
Senior Archivist for Manuscripts,
NYU/N-YHS Mellon Project
The New-York Historical Society
170 Central Park West
New York, NY 10024-5194
(212) 712-9082
FAX (212) 875-1591
**tjr6@is7.nyu.edu**

Individuals accepting the scholarship agree to write an essay not to exceed 1,000 words for publication in the *Mid-Atlantic Archivist* describing their experiences at the Institute

**Please Note: Application is for scholarship ONLY! Applicants must also contact the Modern Archives Institute to reserve space.** For further information about the Modern Archives Institute, contact:

**Mary Rephlo**
Staff Development Officer
National Archives and Records Administration
(301) 713-7390 ext. 260
**mary.rephlo@arch2.nara.gov**

Modern Archives Institute webpage:
**http://www.nara.gov/professional/mai.html**

# MARAC MEETING SCHOLARSHIPS & MARAC FINDING AIDS AWARDS

## MARAC MEETING SCHOLARSHIPS

MARAC offers two scholarships of $300 each for individuals to attend its semi-annual meetings. Scholarship funds may be used for conference registration, workshops, conference meals, and travel expenses. Persons meeting the following criteria are encouraged to apply.

**To qualify each applicant must:**

1. Be a new member of MARAC with a membership of at least one month and less than two years duration at the time of application;
2. Be a new employee of less than two years in an archival or archives related field,

OR

Be currently enrolled as a graduate student in history or a related field, library science or archival administration, having taken at least three credit hours in archival studies, by the application deadline (full time and part time students will be considered);

3. Not have received any MARAC scholarship previous to this application; and
4. Be from an institution (if employed) that is unable or unwilling to provide conference expenses.

**To apply:** Applicants should submit

- a current resume;
- a letter outlining compliance with the qualifications AND the benefits the applicants expect from the scholarship;
- a letter of reference from a person who can indicate how the applicant can benefit from a MARAC scholarship; and
- the name, address, and phone number of an immediate supervisor or graduate advisor

If employed, applicants should include a statement explaining the institution's inability to provide conference expenses.

**Deadline:** Applications must be received by March 1 for the Spring conference scholarship, and September 1 for the Fall award.

**Send applications to:**

**Tom Rosko**
Chair, Education Committee
Senior Archivist for Manuscripts,
NYU/N-YHS Mellon Project
The New-York Historical Society
170 Central Park West
New York, NY 10024-5194
Phone: (212) 712-9082
Fax: (212) 875-1591
**tjr6@is7.nyu.edu**

## MARAC FINDING AIDS AWARDS

Submissions are now being accepted for the 2000 MARAC Finding Aids Awards which recognize outstanding achievement in the preparation of finding aids, both paper and electronic, by institutions within the MARAC region.

Nominations must be made by a MARAC member. The finding aids nominated must have be issued by an institution within the MARAC region and made available to the public in the calendar year 1999.

The top award will receive the designation of the Frederic M. Miller Finding Aids Award, in honor of the life and work of Dr. Miller.

Monetary awards will be presented at the Spring Meeting in May 2000. More information on the Finding Aids selection process can be found on the MARAC website.

Please send the url for an online finding, or two copies of a printed finding aid by March 1, 2000.

**Send nominations to:**

**Michael Knies**
Chair, Finding Aid Award Committee
Special Collections Librarian
Weinberg Memorial Library
University of Scranton
Scranton PA 18510-4700

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The *Mid-Atlantic Archivist* (*MAA*) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are $35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $15 per year.

Membership applications should be addressed to: MARAC, 6707 Old Dominion Drive, Suite 315, McLean, VA 22101-4503; phone: (703) 556-9300; fax: (703) 556-9301; **office@kimbal.com.**

Material for publication should be sent to Susan Aprill, Archivist & Information Manager, Edwin Schlossberg Incorporated, 641 6th Avenue, 5th Floor, New York, NY 10011, phone: (212) 989-3993 x237; fax: (212) 691-0290; **saprill@esinter.com.** Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007; phone: (212) 374-4376.